

TAB

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CY. #4
A
EXECUTIVE PROPERTY
5-4337 12 APR 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)
THROUGH : Deputy Director (Intelligence)
SUBJECT : Changes in T/O of Foreign Documents Division,
Office of Operations

2. This experimental reorganization was designed to facilitate the assumption by the Division of the "primary responsibility" for the exploitation of foreign language publications, assigned to the Agency by NSCIB No. 16. In implementing this directive, it became evident that Division operations should be reoriented to allow:

a. a more systematic and coordinated review of all non-Soviet foreign language publications (except those in oriental languages, already well-covered) for information on the USSR and Soviet Orbit.

b. centralization of coverage of all material in the Romance languages, which had previously been divided--by subject/area categories--between the [redacted]

c. fulfillment by the Division of certain "ad hoc" CIA and IAC requirements for coverage of Latin American publications.

d. greater flexibility in the use of personnel effort and linguistic capacities to meet changing requirements.

e. more efficient methods of assigning exploitation responsibilities and classified translation tasks to individual linguists.

3. Six months experience has proved this tentative reorganization plan to be both practical and effective. It is, therefore, requested that the Table of Organization of the Foreign Documents Division be amended to eliminate the [redacted] and include a new [redacted] as indicated in Tabs A and B. The latter compares the geographic coverage and authorized T/O of the old branches with the coverage, sectional organization, and T/O positions proposed for the [redacted]

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a. To revise all the position descriptions of Grades GS-12 and GS-11 in the area branches, establishing them on an "identical-additional" basis as Foreign Documents Officer (Section Chief) and Foreign Documents Senior Analyst, respectively. These job descriptions will no longer be tied to one specific geographical area or functional unit, and will therefore be interchangeable between area branches. This will eliminate the previous subdivision of certain geographic sections into units, and will permit greater flexibility in the assignment of personnel to meet changing emphases and priorities. Proposed position descriptions are attached as Tab C.

5. All the above changes can be effected without an increase in the present T/O or ceiling. From the budgetary point of view, the proposed T/O will allow for necessary changes (including upward reclassifications of positions) without requiring any increase over the funds required for the present T/O. A detailed comparison of the T/O costs, by grade, and other fiscal data are included as Tab E.

a. The T/O of Foreign Documents Division be amended as shown in Tabs A, B, D, and E.

SIGNED:

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Acting Assistant Director for Operations

*With the Understanding reached with DAD/00 that a supplementary statement will be submitted indicating the T/O slots to be eliminated in order that the revised T/O total will be in agreement with the present ceiling allocation.

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